

PERFORMANCE WORK STATEMENT (PWS)
FOR THE
ELECTRONIC WARFARE DIRECTORATE (WR-ALC/LN)
LOGISTICS/PROGRAM MANAGEMENT SUPPORT
QUICK REACTION CAPABILITY (QRC) PROGRAM
29 MAY 2001

1.0 GENERAL INFORMATION

1.1 The Electronic Warfare Directorate, Warner Robins Air Logistics Center/LN provides capabilities for quick reaction capability electronic warfare counter-measures (QRC/ECM) and electronic counter-counter measures (ECCM). The Electronic Warfare Directorate is responsible for Electronic Combat (EC) programs that respond to technical or tactical surprise by enemy, new intelligence, or changes in U.S. systems or tactics. QRC programs are essential to coalition warfare in support of worldwide operations in peace, crisis, and war. The exploitation of these systems and their inherent intelligence data by U.S. and allied forces enables swift and effective hostile encounter avoidance and defensive support activities. The operations supported by this organization apply to both unilateral military operations undertaken by the U.S. and multinational coalition operations with cooperative nations. The QRC concept is a special management process applied by the Air Force to designated EC programs to provide Contractor Logistics Support (CLS) to systems not supportable by normal means. Systems chosen for support under the QRC concept are specialized, small quantity, and nonstocklisted, with little or no data available to establish normal support posture.

1.2 This Performance Work Statement describes services of one individual (GS-346-12 equivalent) required to support the Program Management and Technical support functions necessary to ensure continuous operational readiness. These include but not limited to: project planning, budgeting and analysis for QRC ECM, ECCM, and associated Electronic Combat (EA) programs, research, data collection, reliability analysis, assessment and implementation of program improvements, configuration management, control and documentation of systems and enhancements.

1.3 **SCOPE OF WORK:** The scope of this delivery order includes program management support and engineering services required to support Electronic Combat programs. Specific support disciplines required include: program management services for various QRC programs; engineering services to perform reliability analyses and studies, as well as, review of equipment design changes; services to perform analysis of support documents, configuration management and control and information systems analysis for implementation and enhancement of electronic warfare systems. Attendant to the performance of services to fulfill these requirements is the development of program documentation including plans, presentation materials, program milestones and other program execution support documentation.

1.4 **QUALITY CONTROL:** The contractor is responsible for performing self-inspection to substantiate that the services furnished under this purchase order conform to purchase order requirements.

1.5 **QUALITY ASSURANCE:** The government shall review the contractor's performance under this contract at random points in time as determined by the FAE manager. Surveillance methods include periodic inspections of the process or output and random floor checks. All task listed in this contract shall be subject to review by the QRC Program Manager. The QRC Program Manager will function as the Contracting Officer's Representative (COR) and Functional Area Evaluator (FAE).

1.6 SECURITY:

1.6.1 GENERAL: Access to classified (CONFIDENTIAL and SECRET), FOUO, export control and vendor sensitive information will be required in the performance of this order. Contractor must have a security clearance of a minimum level of secret and protect information in accordance with applicable Government regulations and vendor directions. Tasks under this order will be performed at Robins AFB, GA. The Contractor shall observe and comply with the security provisions in effect at the Air Force facility. Any Required ID badges will be worn at all times.

1.6.2 The individual assigned to the QRC task shall possess an industrial security clearance of SECRET or higher, which will allow access, use, development or manipulation of classified information through the SECRET level. (See Attached DD 254)

1.6.3 PHYSICAL SECURITY: The Contractor shall be responsible for safeguarding all Government property provided for contract use. The end of each work period, all Government facilities, equipment, and materials shall be secured.

1.6.4 CONTROLLED/RESTRICTED AREA BADGES. The contractor is responsible for all controlled/restricted area badges issued for this project. Twenty-five dollars (\$25.00) per badge shall be deducted from the final contract payment for badges lost or not returned, regardless of the reason for said loss/nonreturn. If a receipt is desired for badges turned during the contract period, the contractor must furnish same for coordination. Service contracts: Employees of the incumbent contractor who are hired by the replacement contractor shall return their badges to Security Forces Pass and Registration. Hand receipts will be returned to the incumbent contractor for accountability of badges.

1.7 APPLICABLE DOCUMENTS

1.7.1 Access to documents related to QRC systems, QRC operations and management shall be provided to the assigned contractor by the Government.

1.8 HOURS OF OPERATION

1.8.1 NORMAL HOURS OF OPERATION. A total of 1740 hours of effort shall be required during the year, which excludes vacation, sick leave, Federal holidays, energy days (if any). Payment shall be made for hours worked during each month. Contractor shall schedule hours of work from Monday through Friday, Between 7:00 am and 5:00 pm except as stipulated in paragraph in above. Time off, such as vacation time, sick leave, and jury duty, shall be coordinated with the FAE/COR.

1.8.2 OVERTIME: Overtime worked means each hour of work in excess of eight (8) hours in a day or in excess of forty (40) hours in a work week that is officially ordered and approved by the FAE/COR. Payment shall be at the basic hourly rate, and shall be made for overtime hours worked during each month. All overtime shall be approved in advance via an AF Form 428, Request for Overtime, Holiday Premium Pay and Compensatory Time.

1.8.3 HOLIDAYS: Government holidays and closings, such as energy conservation days, observed by WR-ALC general civilian populace will be observed. Contractor will schedule 1740 hours of work each year so that it is not necessary to work holidays.

1.8.4 PERIOD OF PERFORMANCE: Period of performance for these tasks shall be for one year (or remaining months in fiscal year) after contract award, four one year options and the fifth year will be the remaining months left in fiscal year of fifth option.

1.8.5 CONSERVATION OF UTILITIES: The contractor shall practice utilities conservation in the use of lights, water, etc.

1.8.6 PERSONAL APPEARANCE: Contractor shall exercise good judgment and hygiene regarding personal appearance and shall dress appropriately for occasions. Contractor personnel shall easily be recognized as contractor employees.

1.8.7 REPORTING: The contractor shall provide a Certificate of Service Activity Report to the FAE no later than 15th of each month to report on the previous month's activity in accordance with DD Form 1423. (DI-MGMT-80910/T)

2.0 CONTRACTOR QUALIFICATION

2.1 Skill level of contractor personnel. This individual shall be capable of performing all Contractor Logistics Support (CLS) efforts. This individual shall have an experience in ECM including a background in QRC systems, with a detailed knowledge and understanding of the following systems:

QRC 84-02A	TEN HIGH	AN/ALQ-188B	
QRC 84-05	AN/ALQ-196	AN/ALQ-188A	
QRC 85-01	WJ-1740	AN/ALQ-188	
QRC-259	AN/ALQ-71	AN/GLM-10	AETS
USM-642	SATS	AETS	
AN/ALQ-72	AN/DLQ-3	QRC 95-01	
DAMES	AN/ALQ-176	AN/ALQ-188B(V)	

2.2 The Contractor shall have knowledge of acquisition management and logistics analysis of Air Force Electronic Warfare systems. The contractor performing under this effort must have a strong technical and/or engineering background and experience.

3.0 Technical Task

3.1 The individual assigned shall provide management support of the Electronic Warfare Training Pods, Infrared Countermeasures, Radar Warning Receivers, and other QRC systems and programs. The support shall include but not limited to: project planning, analysis, resource analysis, requirements analysis, interface requirements, prototypes and implementation procedures. Analysis will result in the development of recommendations and assessment documentation to be

utilized by WR-ALC to facilitate decisions regarding and related QRC programs. The assigned individual will assist in the implementation of the recommendations and assessments as required.

3.2 The assigned individual shall provide engineering support to collect, process, and analyze data for performing Productivity, Reliability, Availability, and Maintainability (PRAM) functions in support of various QRC systems and programs.

3.3 The assigned individual shall provide engineering and logistics support for performing configuration management and control services, and review of support equipment design changes in support of the various QRC programs.

3.4 The assigned individual shall assist WR-ALC/LNX in the development and maintenance of various program plans and budgets, project management schedule documents (including milestone charts and schedules), program baselines, program status reviews, and acquisition support plans and documents.

3.5 The assigned individual shall assist and conduct if necessary the QRC program management reviews, ECCM Training Pod program management reviews, critical design reviews, and other program interchange meetings as necessary.

4.0 REQUIREMENTS

4.1 The contractor shall not divulge task related information to any parties outside the Government, other than to the services contractor(s) for management purposes, without permission from the PCO.

4.2 Any data, documents or computer files purchased, utilized or developed to accomplish or contribute to the accomplishment of this effort shall be government property and shall be delivered to the Government within 10 days of a specific request from the PCO or if not specifically requested, no later than the conclusion/termination of this effort.

4.3 Travel. The contractor shall travel to other Department of Defense bases and/or contractor facilities to perform the efforts specified herein should be level of effort warrant such action. The contractor shall obtain prior approval from the PCO.

4.4 The individual assigned shall be required to work in concert with representatives from ASD, AFMC, ACC, AFSOC, AMC, NSA, NAWC, ARMY, and other services, and other support agencies and contractors, and attend meetings at their facilities.

5.0 GOVERNMENT

5.1 GOVERNMENT FURNISHED FACILITIES: The Government will furnish and/or make available a desk and work space. Contractor will be allowed to use the civilian facilities, such as restrooms, eating facilities., except as rules of establishments curtail such use. Contractor shall follow regulatory guidance concerning maintenance, use, and safety of Government and facilities.

5.2 GOVERNMENT FURNISHED EQUIPMENT AND SUPPLIES: The Government shall furnish access to a computer, all required software, printer, and telephone for use with assigned work and office supplies incidental to assigned work. The Government will perform all necessary maintenance on all Government owned equipment. Contractor will make prudent use of all Government furnished supplies and/or equipment. At the conclusion of the contract period, the contractor shall be responsible for return of equipment in the same condition as received, fair wear and tear excepted. Contractor shall follow regulatory guidance concerning maintenance, use, safety of Government equipment.

5.3 GOVERNMENT FURNISHED RECORDS: The Government shall supply the contractor with necessary data to perform tasks. This will be provided through the mail, over the local area network (LAN), and by the QRC Program manager.

5.4 RECORDS, FILES, DOCUMENTS, AND WORK PAPERS: All records, files, documents and work papers provided by the Government or generated in support of this work effort are Government property and shall be marked, maintained, and disposed of per FAR 3.104 and AFI 37-131.

6.0 WORK ENVIRONMENT AND SAFETY PRECAUTIONS

6.1 WORK ENVIRONMENT AND SAFETY PRECAUTIONS: The work environment will be typical of that afforded civilian employees. Contractor shall adhere to the WR-ALC smoking policy, and will be required to observe safety regulations, visitor control procedures, traffic and parking regulations, fire prevention and other regulations applicable to civilian and/or contractor employees.

7.0 DELIVERIES

Deliverables will be in contractor format.

7.1 Certificates of Service (reference paragraph 5.1.7)

8.1 PUBLICATIONS:

The contractor is obligated to follow the publications listed below:

DoDD 5500.7.R Joint Ethics Regulation (JER)
AFR 40-735 Civilian Conduct and Responsibility
Monthly Certificate of Services Activities Report DID DI-MGMT-80910/T

10. EVALUATION

10.1 EVALUATION CRITERIA

CODE **PERFORMANCE LEVEL**

- B BLUE/EXCEPTIONAL – The contractor’s performance clearly exceeds contractual requirements.
- G GREEN/SATISFACTORY – No problems exist or only minor problems for which solutions are in hand.
- Y YELLOW/MARGINAL – Problems exist for which there is doubt whether the identified solutions is adequate but the problem appears to be within the contractor’s ability to solve.
- R RED/UNSATISFACTORY – Serious problems exist which may be outside the contractor’s ability to solve. The contractor is in danger of not being able to satisfy contractual requirements and timely recovery is not likely.
- N NOT APPLICABLE – Unable to score.

WAR FIGHTER SUPPORT	B	G	Y	R	N
WF-1 Did the contractor possess and demonstrate an adequate concept of sustainment methodology?					
WF-2. Was the contractor successful in maintaining configuration control of both software and hardware?					
WF-3. Did the contractor have the knowledge and skills necessary to understand and perform all technical functions to meet contract requirements?					
WF-4. Did the contractor meet all requirements to update and maintain technical manuals, technical orders, specifications and drawings?					
WF-5. Did the contractor meet all requirements for collecting, documenting, and reporting maintenance data?					

RESPONSIVENESS	B	G	Y	R	N
R1. Did the contractor demonstrate a thorough understanding of the technical requirements of your contract?					
R2. Did the contractor perform all tasks as proposed?					
R3. Was the contractor successful and timely in resolving technical problems or technical questions to your satisfaction?					

COST	B	G	Y	R	N
C1. Accuracy in forecasting contract cost					
C2. Ability to meet forecasted costs and perform within contract costs					
C3. Ability to alert Government of unforeseen costs before they occur					
C4. Ability to accurately identify cost for all work activities or projects					

11.1 FUNCTIONAL AREA EVALUATOR(FAE)/CONTRACING OFFICER'S REPRESENTATIVE (COR)

Name: Bobby L. Jarrell

Command: Air Force Material Command

Agency: Air Force

Address: WR-ALC/LNXB-QRC

265 Perry St

Robins AFB, GA 31098-1607

CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved

OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO.	B. EXHIBIT A	C. CATEGORY: TDP <input checked="" type="checkbox"/> TM <input type="checkbox"/> OTHER <input type="checkbox"/>
---------------------------	-----------------	--

D. SYSTEM/ITEM Quick Reaction Capability (QRC)	E. CONTRACT/PR NO. <u>73</u> FD2060-01-52425	F. CONTRACTOR
---	---	---------------

1. DATA ITEM NO. A001	2. TITLE OF DATA ITEM Certificate of Services Technical Assistance Activity Report	3. SUBTITLE
--------------------------	---	-------------

4. AUTHORITY (Data Acquisition Document No.) DI-MGMT-80910/T	5. CONTRACT REFERENCE SOW PARAGRAPH 1.8.7	6. REQUIRING OFFICE WR-ALC/LNXXB-QRC
---	--	---

7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED A	10. FREQUENCY MONTHLY	12. DATE OF FIRST SUBMISSION 1 MONTH ARO	14. DISTRIBUTION																																								
8. APP CODE N/A		11. AS OF DATE 1 MONTH ARO	13. DATE OF SUBSEQUENT SUBMISSION MONTHLY	<table border="1"> <tr> <th>a. ADDRESSEE</th> <th colspan="3">b. COPIES</th> </tr> <tr> <th></th> <th>Draft</th> <th>Reg</th> <th>Final</th> </tr> <tr> <td>WR-ALC/LNXXB</td> <td>0</td> <td>1</td> <td>0</td> </tr> <tr> <td>265 Perry Street</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Robins AFB GA</td> <td></td> <td></td> <td></td> </tr> <tr> <td>31098-1607</td> <td></td> <td></td> <td></td> </tr> <tr> <td>WR-ALC/LNKB</td> <td>0</td> <td>1</td> <td>0</td> </tr> <tr> <td>265 Perry Street</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Robins AFB GA</td> <td></td> <td></td> <td></td> </tr> <tr> <td>31098-1607</td> <td></td> <td></td> <td></td> </tr> </table>	a. ADDRESSEE	b. COPIES				Draft	Reg	Final	WR-ALC/LNXXB	0	1	0	265 Perry Street				Robins AFB GA				31098-1607				WR-ALC/LNKB	0	1	0	265 Perry Street				Robins AFB GA				31098-1607			
a. ADDRESSEE	b. COPIES																																											
	Draft	Reg	Final																																									
WR-ALC/LNXXB	0	1	0																																									
265 Perry Street																																												
Robins AFB GA																																												
31098-1607																																												
WR-ALC/LNKB	0	1	0																																									
265 Perry Street																																												
Robins AFB GA																																												
31098-1607																																												

16. REMARKS Block 4. Contractor format acceptable.	WR-ALC/LNXXB	0	1	0
	265 Perry Street			
	Robins AFB GA			
	31098-1607			
	WR-ALC/LNKB	0	1	0
	265 Perry Street			
	Robins AFB GA			
	31098-1607			
	15. TOTAL		0	2

G. PREPARED BY LEW JARRELL	H. DATE 29 May 01	I. <u>JOHN RICHARDS</u> , Chief Aircraft EW Logistics Support Div (LNR) Electronic Warfare Management Directorate	J. DATE MAY 30 2001
-------------------------------	----------------------	---	------------------------

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

DEPARTMENT OF DEFENSE
CONTRACT SECURITY CLASSIFICATION SPECIFICATION
(The requirements of the DoD Industrial Security Manual apply
to all security aspects of this effort.)

1. CLEARANCE AND SAFEGUARDING

a. FACILITY CLEARANCE REQUIRED

SECRET

b. LEVEL OF SAFEGUARDING REQUIRED

N/A

2. THIS SPECIFICATION IS FOR: (X and complete as applicable)

X	a. PRIME CONTRACT NUMBER	
	b. SUBCONTRACT NUMBER	
	c. SOLICITATION OR OTHER NUMBER	DUE DATE (YYYYMMDD)

3. THIS SPECIFICATION IS: (X and complete as applicable)

X	a. ORIGINAL (Complete date in all cases)	DATE (YYYYMMDD)
	b. REVISED (Supersedes all previous specs)	REVISION NO.
	c. FINAL (Complete Item 5 in all cases)	DATE (YYYYMMDD)

4. IS THIS A FOLLOW-ON CONTRACT?

☐ YES

☒ NO

If Yes, complete the following:

Classified material received or generated under

(Preceding Contract Number) is transferred to this follow-on contract.

5. IS THIS A FINAL DD FORM 254?

☐ YES

☒ NO

If Yes, complete the following:

In response to the contractor's request dated

, retention of the classified material is authorized for the period of

6. CONTRACTOR (Include Commercial and Government Entity (CAGE) Code)

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
--------------------------------	--------------	--

7. SUBCONTRACTOR

a. NAME, ADDRESS, AND ZIP CODE	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
--------------------------------	--------------	--

8. ACTUAL PERFORMANCE

a. LOCATION	b. CAGE CODE	c. COGNIZANT SECURITY OFFICE (Name, Address, and Zip Code)
-------------	--------------	--

9. GENERAL IDENTIFICATION OF THIS PROCUREMENT

Special services to provide engineering and technical support of programs pertaining to the QRC systems.

10. CONTRACTOR WILL REQUIRE ACCESS TO:

	YES	NO
a. COMMUNICATIONS SECURITY (COMSEC) INFORMATION		X
b. RESTRICTED DATA		X
c. CRITICAL NUCLEAR WEAPON DESIGN INFORMATION		X
d. FORMERLY RESTRICTED DATA		X
e. INTELLIGENCE INFORMATION		X
(1) Sensitive Compartmented Information (SCI)		X
(2) Non-SCI		X
f. SPECIAL ACCESS INFORMATION		X
g. NATO INFORMATION		X
h. FOREIGN GOVERNMENT INFORMATION		X
i. LIMITED DISSEMINATION INFORMATION		X
j. FOR OFFICIAL USE ONLY INFORMATION	X	
k. OTHER (Specify)		X

11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:

	YES	NO
a. HAVE ACCESS TO CLASSIFIED INFORMATION ONLY AT ANOTHER CONTRACTOR'S FACILITY OR A GOVERNMENT ACTIVITY	X	
b. RECEIVE CLASSIFIED DOCUMENTS ONLY		X
c. RECEIVE AND GENERATE CLASSIFIED MATERIAL		X
d. FABRICATE, MODIFY, OR STORE CLASSIFIED HARDWARE		X
e. PERFORM SERVICES ONLY	X	
f. HAVE ACCESS TO U.S. CLASSIFIED INFORMATION OUTSIDE THE U.S., PUERTO RICO, U.S. POSSESSIONS AND TRUST TERRITORIES		X
g. BE AUTHORIZED TO USE THE SERVICES OF DEFENSE TECHNICAL INFORMATION CENTER (DTIC) OR OTHER SECONDARY DISTRIBUTION CENTER		X
h. REQUIRE A COMSEC ACCOUNT		X
i. HAVE TEMPEST REQUIREMENTS		X
j. HAVE OPERATIONS SECURITY (OPSEC) REQUIREMENTS		X
k. BE AUTHORIZED TO USE THE DEFENSE COURIER SERVICE		X
l. OTHER (Specify)		X

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the Industrial Security Manual or unless it has been approved for public release by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release ☐ Direct ☒ Through (Specify)

WR-ALC/PA
215 Page Street, Suite 106
Robins AFB GA 31098-1662

to the Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
*In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Ref.10.j.: FOUO information provided under this contract shall be safeguarded as specified in DoD 5400.7-R, DoD Freedom of Information Act Program, Chapter 4, dated Sep 1998.

Ref 11.a.: Contractor performance is restricted to WR-aLC/LNXB-QRC, 265 Perry Street, Building 226, Robins AFB GA 31098. Using activity will provide security classification guidance for performance of the contract.

Prepare visit authorization letters (VALs) as required by the NISPOM, and send to: WR-ALC/LNXB/QRC, 265 Perry Street, Robins AFB GA 31098.

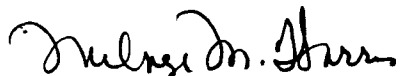
Ref 11.e.: Contract is for engineering and technical support services. Classification markings on material to be furnished will provide the will provide the guidance necessary for performance of the contract.

USAF PROGRAM/PROJECT MANAGER :

SERVICING SECURITY ACTIVITY:



LEW JARRELL
Program Manager
WR-ALC/LNXB-QRC
265 Perry Street
Robins AFB GA 31098
(478) 926-7226



MELVESE M. HARRIS
Industrial Security Specialist
78 SFS/SFAC
250 Peacekeeper Way
Robins AFB GA 31098-1808
(478) 926-2973

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to ISM requirements, are established for this contract. ☒ Yes ☐ No
(If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use Item 13 if additional space is needed.)
Provide the information requested by the Notification of Government Security Activity Clause, AFFARS 5352.204-9000, and Visitor Group Security Agreements Clause, AFFARS 5352.204-9001 to the Servicing Security Activity (SSA) address in item 13 of this form. Refer to the contract document for these clauses.

15. INSPECTIONS. Elements of this contract are outside the inspection responsibility of the cognizant security office. ☒ Yes ☐ No
(If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)
Industrial security reviews of long term visitor groups operating on Robins Air Force Base GA will be conducted by 78 SFS/SFAC. Contractor will comply with visitor group security agreement provided by the USAF Program/Project Manager.

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

b. TITLE

c. TELEPHONE (Include Area Code)

Contracting Officer

d. ADDRESS (Include Zip Code)

17. REQUIRED DISTRIBUTION

- ☒ a. CONTRACTOR
☐ b. SUBCONTRACTOR
☒ c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR
☐ d. U.S. ACTIVITY RESPONSIBLE FOR OVERSEAS SECURITY ADMINISTRATION
☒ e. ADMINISTRATIVE CONTRACTING OFFICER
☒ f. OTHERS AS NECESSARY

e. SIGNATURE

78 SFS/SFAC



78TH SECURITY FORCES SQUADRON
ROBINS AFB, GEORGIA

VISITOR GROUP SECURITY AGREEMENT
(VGSA)

22 JUN 01

(date prepared)

COMMERCIAL NAME OF COMPANY MFC-EW,
LLC

COMPANY ADDRESS _____

CONTRACT NUMBER _____

CONTRACT EXPIRATION DATE _____

USAF INSTALLATION: Robins Air Force Base GA

GOVT PROGRAM MANAGER (NAME/OFFICE SYMBOL/TELEPHONE NUMBER):

LEW JARRELL/ WRALC/LNXB/ 926-7226

GOVT CONTRACTING OFFICER (NAME/OFFICE SYMBOL/TELEPHONE NUMBER):

CONTRACT # _____

1. Contractual Agreement: This agreement, promulgated by DoD 5220.22-R, *Industrial Security Regulation* and DoD 5220.22-M, *National Industrial Security Program Operating Manual (NISPOM)*, Chapter 1, Section 2, Paragraph 1-200, is entered into by the Installation Commander or Designee, Chief, 78th Security Forces Squadron, Robins Air Force Base (AFB), and MFC-EW, (hereafter referred to as visitor group), prescribes the specific actions to be taken by the visitor group's employees and the Department of the Air Force (DAF), to properly protect classified information involved in the on-base contract performance at the visitor group's on-base operating location at WRALC/LNXB-QRC, 226, Rm 213. Responsibilities are delineated as follows: **NOTE: As used in this agreement, the terminology visitor group, contractor, company, and Home Office Facility (HOF) are synonymous. Furthermore, the verbiage Air Force (AF) activity, unit, contracting officer, program/project manager, Servicing Security Activity (SSA), etc., refers to entities or representatives of the USAF in their appropriate and respective capacity.**

a. Visitor Group Security Supervision. Under the terms of this agreement, the visitor group will operate per DoD 5200.1-R, Information Security Program Regulation, Air Force Instruction (AFI) 31-401, Information Security Program Management, and supplements thereto, and the AF activity's unit security program operating instructions (OIs), plans and /or procedures. The installation Servicing Security Activity (SSA), 78th Security Forces Squadron (SFS/SFA), 250 Peacekeeper Way, Robins AFB, GA 31098-1808, Telephone (912) 926-2266, Fax (912) 926-6483, is responsible for providing security program oversight and the AF activity, WRALC/LNXB-QRC, is responsible for implementing and managing the activity's security program per DoD 5200.1-R and AFI 31-401.

(1) The visitor group's HOF will identify (in writing) to the SSA and AF activity an on-base employee to interface with and serve as the visitor group's focal point for security related matters. Under the terms of this agreement, the identified employee per this paragraph, will provide appropriate security program management assistance to the AF activity's unit security manager.

(2) The visitor group's HOF will provide the SSA and AF activity unit security manager the name of the HOF's Facility Security Officer (FSO) and the SSA will likewise provide the visitor group's FSO with the names of the SSA Information Security Specialist and the activity's unit security manager.

(3) All parties, the AF activity, contracting office (sponsor), visitor group, and SSA will perform duties specified by this agreement in a timely manner.

b. Standard Practice Procedures (SPP): Compliance with this agreement eliminates SPP publication requirement. The visitor group will use and comply with the AF activity's unit security program OIs, procedures and/or requirements, per this agreement and other applicable DoD or AF directives. This provision of the agreement is not intended nor does it interfere with the visitor group's internal management policies, procedures, or requirements unless stated otherwise.

c. Access to and Accountability of Classified Material:

(1) All access to and/or possession of classified material by on-base visitor group personnel, including oral and/or visual at ROBINS AIR FORCE BASE, will be under the AF activity's supervision. The AF activity maintains accountability, control, and ownership of all classified information involved under the terms of this contract at all times per DoD 5200.1-R and AFI 31-401. The visitor group's access to classified information will be controlled by the AF activity and limited to "contract-specific, need to know" information only.

(2) The visitor group receives, releases, and disseminates classified material through the AF activity and in concert with the USAF program manager WR-ALC/LNXB-QRC in accordance with (IAW) DoD 5200.1-R, *Information Security Program*, AFRD 31-4, *Information Security* and AFI 31-401, *Information Security Program Management*.

(3) If contractor personnel during contract performance discover unattended classified material or an insecure/unattended security container, they will immediately secure the classified materials and notify the unit security manager or alternate. During non-duty hours visitor group personnel will exhaust every avenue to notify the AF activity's branch chief, program manager, security manager or alternate when they discover unattended classified material. Visitor group personnel will maintain a list of emergency telephone numbers or other means to contact program officials and AF unit security managers in this case. As a last resort, visitor group personnel will contact the 78th Security Forces Law Enforcement Desk, at 926-2187, release the found classified material to security force personnel and ensure the incident is reported to the activity's security manager the next duty day.

d. Storage of Classified Material:

(1) The visitor group is authorized to store and handle classified information IAW DoD 5200.1-R, AFI 31-401, and the AF activity's unit operating instructions (OIs). All classified information shared with the visitor group must be stored in an approved government owned and controlled security container. The contractor is prohibited from establishing and/or maintaining a separate classified information system. All classified material will be returned and secured in the designated government security container at the end of the day.

CONTRACT # _____

(2) Under the terms of this agreement, the AF activity will have access to and control all security containers. The responsibility for setting the storage container combination rests with the AF activity. Each container will have a government safe custodian appointed. The Standard Form (SF) 700, Security Container Information, will be used to identify persons having knowledge of the combination(s). This form will be posted inside the locking drawer of each security container. Contractor personnel may have access to a security container but may not be the sole custodian of the container. Information accessed by the contractor must be limited to "need-to-know" as prescribed by their contract.

e. Transmission of Classified Material:

(1) The on-base visitor group is not authorized direct receipt or dispatch of classified material at Robins Air Force Base, GA through U.S. postal channels or commercial carrier.

(2) Classified material is to be transmitted via U.S. postal channels directly from AF activity WR-ALC/LNXXB-QRC and must be prepared IAW DoD 5200.1-R, AFI 31-401, and processed through the unit and the Robins Air Force Base, GA classified information control systems.

(3) Classified material may be handcarried onto or off Robins Air Force Base, GA by an appropriately briefed visitor group courier, provided the employee is so designated in writing by the contractor as a designated courier, and by the AF activity's commander or designee per DoD 5200.1-R and AFI 31-401.

f. Disposition of Classified Materials. The visitor group will return all classified information jointly shared and/or involved, under the terms of this agreement, to the AF activity at the end of the contract performance or when no longer required, unless authorized to do otherwise by the contracting officer.

g. Reproduction of Classified Material. Only AF approved and controlled reproduction equipment will be used by the visitor group, when so authorized, per DoD 5200.1-R and AFI 31-401. The visitor group can not reproduce classified material without the permission of the AF activity.

h. Security Education. The visitor group's focal point shall:

(1) Ensure employees who require access to classified information receive initial and recurring security education training (at least annually) regarding their individual responsibility for safeguarding classified information. These briefings will be tailored to those responsibilities associated with the individual's assigned duties, the provisions of this agreement, any associated DD Form 254, and the results of the most recent self-inspections or security reviews (as applicable).

(2) Ensure employees attend and participate in the Security Education and Awareness Training Program (conducted by the AF activity) per DoD 5200.1-R and AFI 31-401.

(3) Ensure employees are briefed and complete the **Standard Form (SF) 312, Classified Information Nondisclosure Agreement**. Once completed, the SF 312 will be retained on file at the visitor group's HOF. Certification of accomplishment of part 1 of the SF 312 will be included in the visit request. Visitor group employees will be debriefed IAW with DoD 5200.1-R and the debriefing will be recorded on AF Form 2587, **Security Termination Statement**. The AF Form 2587 will be maintained by the AF activity's security manager and destroyed in IAW with AFMAN 37-139, **Disposition of Air Force Records - Records Disposition Schedule**.

(4) Ensure employees attend and participate in the AF activity's Security Education and Awareness Training Program (conducted by the AF activity), per DoD 5200.1-R and AFI-401.

i. Personnel Security Clearances. The visitor group's HOF will submit Visit Authorization Letters (VALs) for the duration of contract for on-base employees to the AF activity's unit security manager, per DoD 5200.1-R and DoD 5220.22-M. The VAL will include certification and compliance with SF 312 requirements. A copy of the VAL will be forwarded to and retained by the on-base visitor group's management. The AF activity (contracting officer) serves as sponsor for the visits.

j. Reports. The visitor group must immediately submit to the SSA, in writing, reports under any of the situations outlined in DoD 5200.1-R and AFI 31-401. The SSA coordinates and/or reports security violations committed by visitor group employees to the appropriate Defense Security Service (DSS) Cognizant Security Agency (CSA), base contracting office, and the visitor group's HOF, if and when appropriate. The visitor group must keep the AF activity and SSA advised of any reports submitted per AFI 71-105, **Counterintelligence Awareness and Briefing Program**.

(1) The AF activity's unit commander appoints inquiry or investigation officials. Inquiry or investigation officials coordinate findings and reports with the appointing official and SSA.

(2) The visitor group's HOF will advise the SSA of any changes in management, location, address, or contractual performance requirements.

k. Contractor Restricted Area Badges. When required for contract performance, the AF Form 1199 Series (Green, Pink, Yellow, or Blue), USAF Restricted Area Badge, will be issued to visitor group personnel for entry into USAF Restricted Areas on Robins AFB. Entry credentials are issued at the request of the AF activity. Request for badge issuance must be supported by a current VAL.

l. Contractor Local Area Badges. When required for contract performance, locally developed installation badges will be issued to visitor group personnel for entry into designated areas. Entry credentials are issued at the request of the AF activity.

m. Security Checks. Visitor group personnel may be scheduled to perform end-of-day security checks within their assigned work areas by the AF activity per DoD 5200.1-R, AFI 31-401, and AF activity's security program operating instruction (OI). These checks will ensure security precautions are taken to protect classified material. The SF 701, **Activity Security Checklist**, and SF 702, **Security Container Check Sheet**, will be used to record these checks.

n. Emergency Protection. The visitor group will make every effort to secure all classified material in an approved storage container in the event of a natural disaster, major accident, or civil disturbance per DoD 5200.1-R, AFI 31-401, and AF unit's security operating program OIs. If the area is evacuated and/or the container(s) abandoned, the visitor group employees will, upon termination of the emergency condition, examine classified holdings in concert with the AF activity program manager to ensure there has been no compromise or loss of exposed information. In the event of missing or possible compromise, the visitor group employees will, in concert with the AF activity program manager, immediately notify the AF activity's unit security manager.

o. Protection of Government Resources. The visitor group will comply with AFI 31-101, The Air Force Installation Security Program, and other security and safety OIs of the AF activity. File systems containing classified records will be maintained IAW with AFM 37-123, and publication files maintained per AFI 37-160V7, Publication Libraries and Sets.

p. Clarification of Security Requirements. The visitor group will address inquiries or questions pertaining to the provisions of DoD 5200.1-R and AFI 31-401 to the AF activity's unit security manager.

q. Contract and Associated DD Form 254. The visitor group's on-base management will maintain on file a copy of all contracting documents, any associated DD Form 254, DoD Contract Security Classification Specification, and this VGSA. The responsible AF activity will review the DD Form 254 at least biennially and issue revisions as necessary.

r. Foreign Involvement: Under the terms of this agreement, the visitor group is required to notify the AF activity and contracting office, prior to any foreign involvement, regardless of access requirements or the sensitivity of information to be disclosed (classified or unclassified).

2. Security Reviews.

a. Staff Assistance Visits (SAVs). Information Security Program Reviews (PRs), or self-inspections will not be conducted by the SSA of the visitor group, independent of the AF activity.

b. The SSA conducts PR, if applicable, in the following manner:

(1) The SSA will notify and schedule all PRs through the AF activity's security manager, except when conducting an unannounced security review. Program reviews will be conducted per DoD 5200.1-R, AFI 31-401, supplements thereto, and this agreement. A copy of the PR report will be provided to the visitor group by the AF activity. The visitor group is not required to acknowledge receipt, nor respond unless directed to do so in the report.

(2) The AF activity's program review or self-inspection will include the visitor group. The visitor group will also be included in the AF activity's semiannual security self-inspection program. The AF activity will use the VGSA and the unit's self-inspection criteria to monitor the visitor group's performance and compliance. Document and maintain the inspection report as required by DoD 5200.1-R and AFI 31-401.

3. Expenditure of Funds for Security. This agreement is not an authorization for commitment of funds. Nothing in this agreement shall be construed to impose any liability on the part of the U.S. government for injury to the agents, employees of the visitor group, its subcontractors, assignees, or other individuals acting for or on behalf of the visitor group, to the property of the same, nor shall anything in this agreement be construed to modify the provisions of existing contracts.

4. Review of this Agreement. All parties must review this agreement at least annually for accuracy. The AF activity is responsible for keeping this agreement current. In addition, the AF activity will keep on file a copy of the last evaluation, self-inspection or equivalent review. Copies of reports may be made available to the visitor group for their files.

5. Other:

a. Forms. The AF activity furnishes all government forms and applicable AFIs, OIs and/or unit security plans required in support of this agreement.

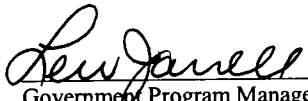
b. Subcontracts. A VGSA shall be initiated whenever the HOF or on-base visitor groups enters into a subcontract arrangement with another contractor for classified performance on Robins Air Force Base GA. This VGSA must address the subcontractor operation separately. The AF activity, visitor group or it's HOF, as applicable, and all subcontractors must sign the agreement. A separate DD Form 254 is completed for each subcontractor requiring access to classified information. The visitor group or it's HOF, as applicable, is responsible for preparing the DD Form 254 for any subcontracts and must provide a copy to the SSA for review. The AF activity ensures that all questions pertaining to the DD Form 254 are resolved. The visitor group's HOF signs item 16 of the DD Form 254 for subcontracts and makes required distribution.

CONTRACT # _____

c. Notification. The AF activity (contracting officer) will notify the SSA 30 days prior to contract completion or shutdown on Robins Air Force Base GA to ensure contractor operations are reviewed for proper disposition of classified materials per DoD 5200.1-R, AFI 31-401, and this security agreement.

d. Government Liability. Nothing in this agreement shall be construed to impose any liability on the part of the U.S. government for injury to the agents, employees of the contractor, its subcontractors, assignees, or other individuals acting for or on behalf of the contractor, to the property of the same, nor shall anything in this agreement be construed to modify the provisions of existing contract.

(NOTE FOR THOSE SIGNING: If you cannot sign your name legibly, please print or type your name underneath your signature.)


Government Program Manager

Date: 7-9-01

Government Contracting Officer

Date: _____

Contractor Visitor Group Executive Manager

Date: _____

(The person who signs here ensures visitor group personnel comply with this agreement.)

SERVICING SECURITY ACTIVITY COORD:

78 SFS/SFAC, Industrial Security
Robins AFB GA
(912) 926-2973

Date: _____

ALLEN J. JAMERSON, Lt Col, USAF
Chief, Security Forces

Date: _____

Upon completion of required signatures, copies of the fully executed VGSA will be provided to all parties concerned including the primary security manager of the organization where contract performance will occur. If the work will be performed in more than one organization, the program manager will ensure the requirements of the agreement are coordinated with the applicable unit security manager.

LAST PAGE OF DOCUMENT